

**CRANSTON SCHOOL COMMITTEE MEETING  
JANUARY 14, 2016  
WILLIAM A. BRIGGS BUILDING (REED CONFERENCE ROOM)  
845 PARK AVENUE, CRANSTON, RI  
EXECUTIVE SESSION – 6:00 P.M.  
IMMEDIATELY FOLLOWED BY PUBLIC MEETING  
IMMEDIATELY FOLLOWED BY PUBLIC WORK SESSION**

**MINUTES**

The School Committee meeting was held on the evening of the above date at Western Hills Middle School with the following members present: Mrs. Culhane; Mr. Colford; Mr. Fusco, Mr. Gale, Mr. Traficante and Mr. Wall. Attorney Cascione was present during Executive Session.

**It is noted that Chairperson Ruggieri was absent with cause and Vice Chairperson Culhane assumed the chair for this meeting.**

The meeting was called to order at 6:01 p.m. **It was moved by Mr. Wall; seconded by Mr. Gale to convene to Executive Session pursuant to RI State Laws. The roll was called; all were in favor: Mr. Colford – Yes; Mrs. Culhane – Yes; Mr. Fusco – Yes; Mr. Gale – Yes; Mrs. Ruggieri – Absent; Mr. Traficante – Yes; Mr. Wall – Yes:**

PL 42-46-5(a)(1) Personnel:

- a. Discuss Teacher Layoffs
- b. Discussion of Certified Administrator A

PL 42-46-5(a)(2) Collective Bargaining/Litigation:

PL 42-46-5(3)

- c. District Safety Plan

**Call to Order - Public Session at 6:28 p.m.**

**The roll was called; a Quorum was present**

Executive Session Minutes were sealed – Mrs. Culhane stated that no votes were taken in Executive Session and that all personnel listed above were notified. **A motion was made to seal the minutes of the executive session by Mr. Wall; seconded by Mr. Gale. The roll was called; Mr. Colford – Yes; Mrs. Culhane – Yes; Mr. Fusco – Yes; Mr. Gale – Yes; Mrs. Ruggieri – Absent; Mr. Traficante – Yes; Mr. Wall – Yes. All were in favor.**

**A motion was made to approve the Minutes of Previous Meetings: December 9, 2015 (Work Session) and December 14, 2015 (Regular Meeting) by Mr. Gale; seconded by Mr. Wall. The roll was called; all were in favor.**

**Public Acknowledgements/Communications - None**

**Chairperson's Communications - None**

**Superintendent's Communications - None**

**School Committee Member Communications - None**

**Public Hearing**

- a. Students (Agenda/Non-Agenda Matters) - None
- b. Members of the Public (Agenda Matters Only) - None

**Consent Calendar/Consent Agenda**

**Action Calendar/Action Agenda**

**RESOLUTIONS**

**ADMINISTRATION**

**PERSONNEL**

**Resolution No. 16-01-01                RESOLVED, Whereas**, the expiration of the teacher's limited employment contract effective at the end of the 2015-2016 school year, and

**Whereas**, there is uncertainty of sufficient Federal, State and local funding for general and categorical programs for the 2016-2017 school year, program reductions, and/or reorganization, consolidation of classes, realignment and/or reorganization of staff, and elimination of positions to meet student needs and/or to more efficiently and effectively use the school system's resources, and

**Whereas**, the teacher was hired for a one-year position to fill the position of a teacher who is on leave of absence, and it is anticipated that the teacher will be returning from leave, and

**Whereas**, positions occupied by retirees must be posted each year, and

**Whereas**, certain positions became available after the teacher assignment process on July 29, 2015 and as a result, other teachers may elect to occupy these positions under Article XVI C of the Collective Bargaining Agreement, and

**Whereas**, certain teachers may be terminated based upon their performance, and

**Whereas**, because of these concerns, and in accordance with Title 16 of the General Laws of the State of Rhode Island, the Superintendent has recommended that the employment of certain teachers be terminated at the end of the 2015-2016 school year.

**Whereas**, the Superintendent has sent prior notice to said teachers informing them of the specific reasons for their termination.

Be it **RESOLVED** that said teachers be terminated at the close of the school year under provisions of Title 16 of the General Laws of the State of Rhode Island, and

Be it further **RESOLVED** that the Superintendent notify those teachers of the School Committee's action to terminate their employment.

**A motion was made to approve by Mr. Traficante; seconded by Mr. Gale. The roll was called; all were in favor.**

### **POLICY AND PROGRAM**

**Resolution No. 16-01-02                RESOLVED**, that at the recommendation of the Superintendent, the following Conferences/Field Trips of Long Duration be authorized:

Cranston High School West teachers, Dr. Joel Gluck and Dennis Mendez and students to partake in the Gerber Tours Three Day Philadelphia Tour, March 17 – 20, 2016. The destination of the trip is Philadelphia and New York City. There are 48 students that are definitely going. There is a waiting list for a second bus and the possibility of another 48 students going. Depart from CHSW Thursday, March 17, 2016 at 3:00pm and return to CHSW Sunday, March 20, 2016, approximately 4:30pm. The cost is \$549.00 per student, paid by the student.

**A motion was made to approve by Mr. Colford; seconded by Mr. Fusco. Discussion followed. The roll was called; all were in favor.**

### **Adjourn to Public Work Session**

### **Review of the following policies from the 1000 Series – Community Relations (See Attached)**

Superintendent Nota-Masse presented the following policies to the School Committee for review and discussion.

1121	Availability of Records on Web Site
1140	Use of Students
1210	School-Community Associations
1221(a)(b)	Citizens' Advisory Committees for the School Committee
1223	By-Laws of the Cranston Rhode Island Special Education Advisory Committee
1310	Relations Between Public & School Personnel
1312	Complaints Concerning School Personnel
1314	Soliciting Funds from School Personnel
1324	Soliciting Funds from and by Students
1325	Advertising and Promotion by Students
1331	Smoke Free Environment
1411	Police Department

**Announcement of Future Meeting(s) – January 19, 2016, January 25, 2016 and January 28, 2016**

**Adjournment**

**A motion to adjourn was made by Mr. Wall; seconded by Mr. Gale. The meeting was adjourned at 6:54 pm.**

Respectfully submitted,

Stephanie A. G. Culhane  
Vice -Chairperson

**NOTE: Documentation referenced as “Handouts” are available for viewing at Cranston Public Schools, William A. Briggs Building, 845 PARK AVENUE, CRANSTON, RI during normal business hours (Monday-Friday 8:30 a.m. - 4:30 p.m.) or you can send a request to [Shartley@cpsed.net](mailto:Shartley@cpsed.net).**

**Community Relations****Availability of Records on Web Site**

The Cranston School Committee wishes to make its records available to the public because an informed citizenry is essential to democratic government. Accordingly, the Superintendent and her staff shall post on the school department's web site minutes of the previous month's school committee meetings, except those held in Executive Session; and the detailed report of the Superintendent's proposed budget starting with the 2004-2005 budget year and the current budget adopted by the school committee.

In addition, a copy of the Superintendent's proposed budget, starting with the 2004-2005 budget, and a copy of the adopted school committee budget will be distributed to all branches of the Cranston Public Library.

**Policy Adopted: 11/17/03 (Res. No. 03-11-14)**

**CRANSTON PUBLIC SCHOOLS  
CRANSTON, RHODE ISLAND**

**Community Relations****Use of Students**

The Cranston School Committee is of the opinion that it is poor policy to use pupils for distributing non-school materials in the community or for soliciting funds or in sales campaigns to finance extracurricular activities. It is therefore the policy of the school committee to limit fund-raising activities to a minimum.

Pupils may engage in raising funds, under the control of the school, for certain approved pupil activities and for a limited number of previously approved projects, subject to the following conditions:

1. The project has the approval of the principal of the school involved.
2. The project has been approved by the superintendent.
3. The project involved has been selected by the student governing body as one in which they wish to participate.

Schools will not participate in non-approved fund-raising campaigns.

**Policy Adopted: 3/20/72**

**CRANSTON PUBLIC SCHOOLS  
CRANSTON, RHODE ISLAND**

**Community Relations**

**School-Community Associations**

The school administrators and the teachers shall be encouraged to work with the parent-teacher groups at all times in their programs, to attain the very best understanding and cooperation between the home and the school.

**Policy Adopted: 3/20/72**

**CRANSTON PUBLIC SCHOOLS  
CRANSTON, RHODE ISLAND**

## **Community Relations**

### **Citizens' Advisory Committees for the School Committee**

Ad hoc advisory committees should be appointed only when there is a definite function to be performed, and this function should be indicated to the committee in writing when it is appointed.

Ad hoc advisory committees should be appointed primarily to advise the school committee. In general, individual members of such committees shall not be requested to perform specific services for the school committee. Unique talents of members can best be utilized on a consultative basis.

Ad hoc advisory committees should not be appointed to advise on matters requiring decision by the school committee unless adequate time is available for a thorough study by the committee.

The school committee shall seek the advice of the superintendent before establishing or dissolving any ad hoc advisory committee.

Specific topics for study or well-defined areas of activity shall be assigned in writing to each ad hoc committee immediately following its appointment.

Upon completing its assignment, each ad hoc committee shall be dissolved promptly.

Each ad hoc committee shall be instructed as to:

1. The length of time each member is being asked to serve.
2. The service the school committee wishes it to render.
3. The resources the school committee intends to provide to help it complete its job.
4. The appropriate dates on which the school committee wishes to submit reports.
5. The time and place of the first meeting.
6. The school committee policies governing ad hoc citizens committees to help clarify relationships from the beginning.
7. Its relationships with the school committee as a whole, with individual school committee members, with the other members of the professional staff.
8. The approximate date on which the school committee wishes to dissolve the ad hoc committee.



**Citizens' Advisory Committees for the School Committee (continued)**

The school committee shall have the sole power to dissolve any of its ad hoc advisory committees and shall reserve the right to exercise this power at any time during the life of any committee.

**Publicity**

The school committee shall see that the public is made aware of the services rendered by such committees of citizens as it may appoint and shall see that the public is informed of all major conclusions and recommendations made by such committees. All public announcements concerning the organization, membership, operation, recommendations and dissolution of such committees shall be made at such time and in such manner as the school committee may choose.

**Policy Adopted: 3/20/72**

**CRANSTON PUBLIC SCHOOLS  
CRANSTON, RHODE ISLAND**

## **BY-LAWS OF THE CRANSTON RHODE ISLAND SPECIAL EDUCATION ADVISORY COMMITTEE**

### **Article I: Name**

The name of this committee shall be the Cranston Special Education Advisory Committee (SEAC). SEAC is a recognized member of SEAN (Special Education Advisory Network).

### **Article II: Functions and Responsibilities**

The Local Advisory Committee shall:

1. Advise the Cranston School District on matters concerning the unmet needs of students with disabilities.
2. Comment on improvement plans including school support plans resulting from Part B compliance reports, local compliance with state and federal laws pertaining to the education of students with disabilities.
3. Comment on applications for federal and state funds.
4. Serve as advocates in partnership with parents for students with disabilities to ensure that they receive the entitlements provided to them under state and federal laws.

### **Article III: Operating Procedures**

- The committee will run as a pro-active collaborative partnership between Cranston parents, students, educators and administrators.
- The committee will promote mutual respect and trust and assist parents in looking at the “big” picture.
- The advisory committee shall meet a minimum of 4 (four) times annually. Additional meetings shall be scheduled when necessary.
- Official minutes shall be kept of all committee meetings and be available for public review, once approved at Cranston Public School website- Special Education Link.
- All committee meetings and agendas shall be publicly announced prior to any meeting via the SEAC e-mail contact list, and as so distributed by those contacts.
- All meetings shall be open to the public.
- Availability of child care will be announced with presentation of agenda.
- The committee shall hold its regular meetings at a central location convenient to all members and accessible to persons with disabilities.
- The length of full committee meetings shall not exceed 2 ½ hours unless approved by a two-thirds vote of membership present.
- Members must be notified of all regular and special meetings. Any change in the established date, time, or location must be given special notice.

- Interpreters and other necessary services may be provided at meetings for members or participants when requested in advance.
- The advisory committee shall serve without compensation, but may be reimbursed for reasonable and necessary expenses for attending meetings and performing duties.
- All participants of the Cranston Special Education Advisory Committee shall be provided with a copy of the by-laws, and the by-laws will be available at each meeting.
- A formal member of the advisory committee is defined as a member who (a) meets the membership criteria and (b) participates in committee meetings or activities. In the event that a formal member does not participate in some manner, it will be the responsibility of the officers to contact the formal member to determine his/her interest in serving on SEAC.
- An attendee is an individual who attends meetings but has not become a formal member either by choice or because they do not meet the membership criteria.
- Provided a quorum is in attendance, formal members will make all advisory committee decisions upon a vote. \*see voting rights
- The rules of parliamentary practice as described in Robert's Rules of Order shall govern the proceedings of this committee, provided that they do not conflict with the intent of the by-laws or any state, federal laws/regulations, and/or any school department policy and/or procedures.
- The committee shall submit such reports as are required by the School Committee, Commissioner of Education, Board of Regents, or United States Dept. of Education. Minority reports may be submitted by one person or a group of people.
- In order to comment publicly on rules, regulations, and special education issues, members shall either volunteer or be appointed by the Chairperson and the Assistant Chairperson to state, local, and other subcommittees.
- The Chairperson and Assistant Chairperson may establish such subcommittees as they deem necessary or desirable to carry out the duties and responsibilities of the committee and shall appoint a chairperson to each subcommittee. The majority of subcommittee members shall be parents.
- Correspondence sent to SEAC electronically will be deleted after a period of 90 days.
- Correspondence sent in physically will be recorded electronically, then the physical item will be disposed.

## **Officers**

The officers of the Cranston Special Education Advisory Committee shall be:

- Chairperson.
- Assistant Chairperson.
- Past-Chairperson(s).
- Secretary.
- The Assistant Chairperson shall assume the Chairperson's role in the absence of the Chairperson.

A. Election and Term of Office

- Length of term is two years, beginning in September.
- Limit is 2 consecutive terms in same role unless a petition to extend the term is approved by the committee.
- The Chairperson shall not be a member of the administration of the Cranston School Department or member appointed by the Superintendent, Cranston Teacher's Alliance, or the School Committee.
- Elections shall be held in May.

B. Removal

- Any officer of the committee may be removed by a two-thirds vote of all members sitting on the committee, whenever in the judgment of the committee; the best interests of the committee would be served by this decision.

C. Vacancy

- A vacancy in any office because of death, resignation, removal, disqualification, or otherwise shall be filled by the committee from a volunteer among existing membership for the unexpired portion of the term.

D. Duties And Responsibilities

Chairperson

- Preside at all committee meetings
- Will sign all letters, reports, and other communications of the committee
- Respond and forward e-mails sent into committee
- Maintain the contact list upon the e-mail account
- Send agenda/minutes out prior to meetings
- Generally responsible for directing and coordinating affairs of the committee

Assistant Chairperson

- Take over chairperson roles in the event chairperson, not in position, or absent
- Assist chairperson as needed to maintain goals of SEAC

Secretary

- Take the minutes and attendance of all meetings
- Post approved minutes on website per current defined process
- Prepare other necessary communications as directed by the chairperson

Past Chairperson

- Chairperson of the nominating committee
- Nominating committee is responsible to present the names of persons nominated to the committee in April

## **Article IV: Appointment of Members**

- The school committee shall appoint an Advisory Committee on Special Education.

### Membership

The Advisory Committee must be composed of individuals involved in or concerned with the education of children with disabilities.

1. Parents of students with disabilities shall compose a majority of the committee membership, and at least fifty percent (50%) of this majority shall be selected by the parents of students with disabilities.
2. An individual with a disability.
3. A special education teacher.
4. A general education teacher.
5. A public school administrator.
6. Other members of the community at the discretion of the Cranston Special Education Advisory Committee and the Cranston School Committee.
7. Membership shall be composed of twenty-nine (29) individuals involved in or concerned with the education of children with disabilities.
8. The Cranston Special Education Advisory Committee may expand the committee to include additional persons in the preceding groups and representatives of other groups.

#### A. Appointment of Members

- The Superintendent shall select the administrators.
- Cranston Teacher's Alliance shall select the teachers.
- School Committee shall select its representative.
- Parents will be selected by parents of children with disabilities and voting members of SEAC.

#### B. Term of Members

- All new members shall be appointed for one, three year term.
- At the conclusion of a member's term, he/she may petition for another term per Article IV, Section A.

#### C. Duties and Responsibilities

- Formal (voting) membership requires individuals to complete a membership enrollment form indicating their commitment to participate in committee activities and attend meetings on a regular basis.
- In order to comment publicly on rules, regulations, and special education issues, members shall either volunteer or be appointed by the Chairperson and the Assistant Chairperson to state, local, and other subcommittees.

#### D. Termination of Membership

- Causes for removal shall be for failure to carry out those responsibilities assumed by acceptance on the committee.
- SEAC, by a two-thirds vote, may request the resignation of, or remove a member upon committee recommendation, if there is just cause.

E. Attendance

- Failure of a member to attend three meetings of the committee without prior notice to the chairperson will result in removal from the committee.

F. Resignation

- Any member may resign by filing a written resignation with the Cranston Special Education Advisory Committee.

G. Vacancy

- Any vacancy on the Cranston Special Education Advisory Committee shall be filled as in the process stated in Article IV, Section A.

H. Alternate Parent Membership

- Parents/guardians may apply for special circumstance delegate/alternate membership and will also be selected by parents of children with disabilities.
- Each delegate, or in their absence, their alternate, shall be entitled to one vote and shall cast that vote on each matter submitted to a vote of SEAC.
- Each delegate/alternate team is considered to be one member of SEAC.

**ARTICLE V: VOTING RIGHTS**

- Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the committee.
- Proxy voting and absentee ballots shall not be permitted.
- Attendees will not have voting rights.

**Voting Procedures**

- Voting will be done by ballot for election of officers.
- Votes required for resolving issues arising at committee meetings will be done by majority hand count.

**Quorum**

- All decisions of the committee shall be valid unless a majority of the members of the committee appointed and holding office concur therein by their votes.

## **Duties and Responsibilities of the Local Agency**

- The local agency shall provide support to the committee by contracting for technical assistance services with the Rhode Island designated Parent Training and Technical Assistance Agency or other community-based non-profit parent organization
- Such technical assistance shall include the role of advisory committees in advocating for children, state and federal regulations, community resources, strategic planning and development of an annual report to the school committee.
- The local education agency shall also provide school and district improvement plans to the committee for comment and make available appropriate records and data as permitted by law.
- The public agency shall also support the committee in disseminating information to parents of students regarding the role of the advisory committee, information pertaining to special education and inform the committee of professional development opportunities that are available within the LEA.
- The Executive Director of Pupil Personnel Services shall be the local educational agency (LEA) contact person or their assigned designee (unless otherwise specified by the school committee). This individual shall work proactively and collaboratively in partnership with the SEAC members
- The LEA contact shall be the contact between SEAC and Cranston School Department Administration and shall be the link for any individual concerns of parents.

## **Parent Notification of Local Advisory Committee**

- When a child is referred to special education, each school district special education program shall provide the parents with notification of the existence of local advisory committee for Special Education established in compliance with these regulations.
- The notification shall specify that a majority of the local advisory committee is parents of children with disabilities, and shall inform the parents of how the local advisory committee may be contacted.

## **ARTICLE VI: Review of By-Laws**

By-laws will be reviewed when necessary by the Officers of SEAC to ensure that the by-laws align with the State of Rhode Island Regulations for Elementary and Secondary Education.

### **Amendments to By-Laws**

- In the event that amendments are needed to the by-laws, then a sub-committee will be formed.
- The by-laws subcommittee will be responsible for the review and revision of the by-laws as well as presenting the revised by-laws to SEAC for review.
- The SEAC bylaws/amendments shall be provided to the Director of Pupil Personnel Services who shall then review and recommend revisions if necessary.
- The Executive Director of Pupil Personnel Services shall present the by-laws to the school committee for approval.

## **ARTICLE VII: Approval of By-Laws**

These by-laws and any subsequent amendment thereto shall become effective upon approval by the School Committee.

- The school committee by majority vote shall approve the by-laws of the advisory committee.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Cranston School Committee Chairperson

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Cranston School Committee Vice-Chairperson

**Policy Amended: 5/21/12 (Res. No. 12-5-33)**

**CRANSTON PUBLIC SCHOOLS  
CRANSTON, RHODE ISLAND**



## **Community Relations**

### **Relations Between Public & School Personnel**

The school committee recognizes that teachers and other employees of the school district have a dual role in their relations with the public which complicates decisions from time to time concerning responsibility.

Teachers, especially, may have to decide between their responsibilities as professionals employed by the school system on the one hand or as members of the community on the other when differences of opinion arise concerning goals or operations of the schools.

The school committee believes that the First Amendment rights of teachers and other employees must be protected. The school committee also believes that the schools and school committee should not be subject to unfair, unwarranted or malicious attacks from within.

To help achieve those two goals, the school committee instructs the administration to confer and work with employees or employee groups in setting up a carefully designed procedure for handling difference of opinion between school committee and staff which will have at least the following characteristics:

1. Protect and guarantee each employee's First Amendment rights.
2. Set guidelines for assisting teachers to distinguish between their professional employee responsibilities and their lay citizen ones.
3. Establish procedures, including arbitration, for handling grievances so that prosecutor, judge, jury and executioner are not centered in one person or group.
4. Provide for channels of communication within the school system to enable employees to have access to policy positions of the board, regulations of the administration, and prompt notification of events and pertinent facts.

**Policy Adopted: 3/20/72**

**CRANSTON PUBLIC SCHOOLS  
CRANSTON, RHODE ISLAND**

**Community Relations****Complaints Concerning School Personnel**

Constructive criticism of the schools is welcome through whatever medium when it is motivated by a sincere desire to improve the quality of the education program and to equip the schools of this district to perform their task more effectively.

The school committee trusts in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful, or negative criticism and complaints.

Whenever a complaint is made directly to the school committee as a whole or to a school committee member as an individual, it shall be referred to the school administration for study and possible solutions. The individual employee involved shall be advised of the nature of the complaint and shall be given every opportunity for explanation, comment, and presentation of the facts as he sees them.

If it appears necessary, the administration, the person who made the complaint, or the employee involved may request an executive session of the school committee for the purpose of further study and a decision by this body. Generally all parties involved, including the school administration, shall be asked to attend a meeting for the purposes of presenting additional facts, making further explanations, and clarifying the issues. Heresy and rumor shall be discounted as well as emotional feelings.

The school committee shall conduct such meetings in as fair and just a manner as possible. The school committee may request a disinterested third party to act as a moderator to help it reach a mutually satisfactory solution.

Any parent, guardian, or other person who upbraids, insults, or abuses any teacher or other employee on school property or in the presence of pupils shall be prosecuted by the district under the provisions of law. School employees who are sued as a consequence of performing their assigned duties shall be provided full legal services.

**Policy Adopted: 3/20/72**

**CRANSTON PUBLIC SCHOOLS  
CRANSTON, RHODE ISLAND**

**Community Relations****Soliciting Funds from School Personnel**

Because fundraising drives divert so much time, energy and attention of the staff from their educational tasks, the school committee sanctions only one such drive per year. Proceeds of that drive may be allocated by the superintendent among the several worthy charities offering district-wide services, or given directly to the United Fund.

Tickets to affairs sponsored by or for non-school agencies shall not be sold in any public school or on school premises by any school or school organization or by any non-school organizations, except at the box office at specified times.

The establishment and administration of “flower funds,” “sickness and bereavement funds,” “anniversary funds” and the like shall be a matter for employee discretion.

**Policy Adopted: 3/20/72**

**CRANSTON PUBLIC SCHOOLS  
CRANSTON, RHODE ISLAND**

**Community Relations****Soliciting Funds from and by Students**

There shall be no general solicitation from or by Cranston students in any Cranston school for matters which are not related to school business or activities.

Public schools should not be money making or fund raising agents. Permission has been granted to collect for Junior Red Cross and the Santa Claus fund on a voluntary basis.

Collection of funds from pupils for other purposes should be referred to the superintendent.

**Policy Adopted: 3/20/72**

**CRANSTON PUBLIC SCHOOLS  
CRANSTON, RHODE ISLAND**

**Community Relations****Advertising and Promotion by Students**

The school committee is of the opinion that it is poor policy to use pupils for distributing non-school materials in the community or for soliciting funds or in sales campaigns to finance extra-curricular activities. It is therefore the policy of the school committee to limit fundraising activities to a minimum.

Pupils may engage in raising funds, under the control of the schools, for certain approved pupil activities and for a limited number of previously approved charities, subject to the following conditions:

1. The project has the approval of the principal of the school involved.
2. The project has been approved by the superintendent of schools.
3. The charity involved has been selected by the student body as one in which they wish to participate.

Schools will not participate in non-approved fundraising campaigns.

**Policy Adopted: 3/20/72**

**CRANSTON PUBLIC SCHOOLS  
CRANSTON, RHODE ISLAND**

## **Community Relations**

### **Smoke Free Environment**

It is the policy of Cranston Public Schools to eliminate the exposure of students and school employees to the school-site health hazard of tobacco smoke and other tobacco usage. Therefore, Cranston Public Schools will be a tobacco-free school environment effective September 1, 1994. There will be no tobacco product usage by a person in the Cranston Public Schools.

#### **I. Definition**

- A. "School or schools" shall mean any non-residential school building, public or private, of any city or town community educational system regulated, directly or secondarily, by the Rhode Island Board of Regents for Elementary and Secondary Education or the Rhode Island Department of Elementary and Secondary Education or any other state education board or local city or town school board or school committee or other legal educational sub-division acting thereunder. As used herein, the term "school or schools" shall also include but not be limited to school playgrounds, school administration buildings, indoor school athletic facilities, school gymnasiums, school locker rooms, school buses, other school vehicles other school buildings whose use is not primarily residential and outside areas within twenty-five (25) feet of any school building.
- B. "Person" shall mean any person or persons including, but not limited to contract or other workers on school property, school students, school administrators, school employees, school faculty and school visitors.
- C. "Tobacco product usage" shall mean the smoking or use of any substance or item which contains tobacco, including but not limited to cigarettes, cigars, pipes, or other smoking tobacco, or the use of snuff or smokeless tobacco, or having in one's possession a lighted cigarette, cigar, pipe, or other substance or item containing tobacco.

Legal Reference: Rhode Island General Laws 20.9 Policy 1331 Smoke Free Environment

### **Smoke Free Environment**

#### **II. Enforcement Procedures**

##### **A. Students:**

As specified in the Elementary Pupils Conduct Code or Disciplinary Procedure for Secondary Schools, whichever is appropriate.

##### **B. Staff:**

First Offense – The principal/administrator/supervisor shall inform the staff person of the “Smoking Restrictions in Schools Act”. The school principal/administrator/supervisor will encourage staff member to participate in a smoking cessation program.

Second Offense – Verbal warning by principal/administrator/supervisor will follow up with a letter within three days of the violation; the principal/administrator will encourage staff member to participate in a smoking cessation program.

Third Offense – One day suspension without pay; the school principal/administrator/supervisor will encourage staff member to participate in a smoking cessation program.

Fourth Offense – Employee subject to further disciplinary action up to and including discharge. The school principal/administrator/supervisor will encourage staff member to participate in a smoking cessation program.

C. Citizen/School Visitor:

1. A verbal request to stop smoking or to stop the use of other tobacco products on the school district site.
2. Upon refusal to comply, a report will be made to the person in charge who will issue a second verbal warning.
3. If the second verbal warning is not adhered to, the person in charge will direct the citizen to leave the site. Should non-compliance result, local law enforcement personnel will be called.

**Legal Reference: RIGL 20.9**  
**Regulation Adopted: 6/20/94 (Res. No. 94-6-49)**

**CRANSTON PUBLIC SCHOOLS**  
**CRANSTON, RHODE ISLAND**

**Community Relations****Police Department**

A cooperative effort shall be maintained between the officials of the school district and law enforcement agencies. It is paramount that the rights of the school, the home, the civil authorities, and of the individual be clearly understood and protected.

The Superintendent is instructed to formulate administrative regulations which will implement this policy.

**Policy Adopted: 3/20/72**

**CRANSTON PUBLIC SCHOOLS  
CRANSTON, RHODE ISLAND**